

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

STATE REAL ESTATE DEPARTMENT

- 1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Electronic Record Keeping (No. 24)
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue Date: August 15, 2000
- 3. Summary of the contents of the substantive policy statement:**
This policy statement sets forth acceptable methods of keeping records electronically.
- 4. A statement as to whether the substantive policy statement is a new statement or a revision:**
New
- 5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Arizona Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone: (602) 468-1414, Ext. 215
- 6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement may be downloaded from the Department's Web site (<http://www.re.state.az.us>), or it may be obtained (from within Arizona) by calling the Department's Fax Response Service at (602) 468-1414, choosing selection 3, and requesting document number 8024, or it may be obtained from the Department for a fee of 25¢ per page copying charge.